

Regular Subdivision Review Procedure (No Zoning Change Involved)

1. Pre-application Meeting
2. Master Plan Submittal
3. Comprehensive Planning Committee Review
(More than 50 units per year will have low priority).
4. Master Plan Review by staff.
5. Master Plan review by the Planning Board and Board of Commissioners.
6. Construction Plan Submittal.
7. Construction Plan review by staff. Prepare water and sewer inspection fee invoice.
8. Permit applications.
9. Pre-construction meeting.
10. Issue Subdivision Development Permit (all state, federal, and local permits required).
11. Begin site work.
12. Final Plat submittal.
13. Final Plat review by staff.
14. Completion of public facilities or submittal of performance bond for improvements.
15. Recording of final plats.
16. Submit one (1) recorded copy of plat(s) to Town.
17. Submittal of as-built drawings and defects warranty.